

KOSCIUSKO HOME CARE & HOSPICE, INC.

JOB DESCRIPTION

JOB TITLE: Home Care Manager

REPORTING RELATIONSHIP: Reports to the Director of Operations

GENERAL SUMMARY:

Manages all clinical aspects of the Home Care program. Assures accurate interpretation and implementation of all applicable state and federal regulations. Assures that clinical staff members provide the highest standard of care to clients and their families. Recruits, supervises and trains clinical staff. Performs and/or delegates the following responsibilities:

ESSENTIAL FUNCTIONS:

1. Collaborates with Director of Performance Improvement and Education to:
 - a. Interpret State and Federal regulations for Home Care and develop and implement appropriate policies and procedures.
 - b. Assure compliance with Conditions of Participation and quality patient care.
 - c. Review clinical documentation to assess regulatory compliance and standard of patient care.
 - d. Review OASIS process and reports.
 - e. Facilitates surveys by regulatory bodies.
 - f. Coordinates the activities of the Professional Advisory Committee.
 - g. Orient new clinical staff and facilitate appropriate staff in-services and continuing education opportunities for clinical staff.
2. Analyzes services. Makes recommendations for revisions, additions and deletions of programs to meet changing community, patient and staff needs.
3. Manages home care clinical staff and performs individual performance reviews. Recruits and interviews needed clinical staff members.
4. Coordinates staff activities to meet patient needs through appropriate scheduling practices, delegation of assignments and duties, facilitation and scheduling of interdisciplinary team meetings. Assures coordination of all disciplines.
5. Responds to emergencies, provides guidance to staff, answers questions and resolves issues in a timely manner. Delegates responsibility during any period of unavailability.
6. Reviews incident reports for trends and responds appropriately.
7. Maintains confidentiality of patient information, including taking appropriate steps to protect information within agency structure (locking file cabinets daily, etc).
8. Participates in rotation for 24 hour On-Call Service. Provides direct patient care as necessary.
9. Facilitates referral process. Obtain authorizations, evaluate need for service, assess for current and potential barriers to treatment, and facilitates start of care in home.

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10. Maintains awareness of Agency's financial status, available reimbursement sources and patient mix. Assists Administrator with budget planning process.
11. Promotes positive working relationships with staff, physicians, health care providers and community agencies. Serves as liaison between agency and other organizations to facilitate continuity of patient care.
12. Maintains knowledge of current trends and developments in the field by reading appropriate books, journals, and other literature; and by attending appropriate seminars.
13. Performs other duties as assigned or required by the Administrator and/or Director of Operations.

JOB QUALIFICATIONS:

Education:

Registered nurse with BSN, or bachelor of business degree, or has the knowledge equivalent to that of a bachelor's degree.

Experience:

Two years of general nursing experience with a minimum of one year supervisory experience. Prior Home Care and/or Hospice experience preferred.

Licensure Required:

Current RN licensure in the state of Indiana. Must have valid driver's license.

Other:

Good verbal and written communication skills.

Basic computer skills.

Ability to function independently and utilize critical thinking skills.

Must demonstrate knowledge and skills necessary to provide care appropriate to patients of all ages.

Must provide own transportation.

APPROVALS:

Administrator

Date

Employee Signature

Date

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.